



**TOWN OF FRAMINGHAM
MASSACHUSETTS**

**RFP#16-99
March 28, 2016**

**NOTICE OF VACANCY
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POSITION: Supervisor of Youth Services

DEPARTMENT: Library

SALARY: \$ 26.62 - \$33.84/hour; \$51,909- \$65,989 annual

HOURS: 37.5 hours per week, two evenings and Friday/Saturday rotation required

Organizational Scope: Provides programming, services and collections for young adults in grades 6-12. Works under the direction of the Director of Libraries and/or Assistant Director. Frequent contact with the public, Library and other Town employees requires the exercise of tact, diplomacy and flexibility. Great rapport with young adults is essential.

Major Responsibilities: Provides positive public service. Oversees the operation of the Homework Center, and hires and supervises the Homework Center Coordinator. Provides Reference Desk service. Recruits students for the Teen Advisory Board (TAB), schedules and leads TAB meetings. Hires and supervises student volunteers and/or interns to assist the YA librarian with any combination of the collection, displays, programs and services. Creates and maintains a social networking presence (Facebook, Twitter, blog) to communicate with young adults. Writes and implements grants for additional services and programs for young adults. Selects and maintains the young adult collection at the Main Library and oversees selection and maintenance of materials at the Branch Library. Plans and conducts system-wide library programs for young adults. Responsible for overseeing successful programming at both the Branch Library and the Main Library. Collaborates actively with schools to ensure that young adults use library services and resources successfully. Provides tours and instructional sessions as needed. Provides expert guidance, using print and digital sources, to parents, young adults and other patrons requesting information. Promotes young adult library services in the community in person, through the media, and the web. Manages young adult program and materials budgets. Prepares custom reports to facilitate maintenance of the young adult collection. Works in conjunction with the Branch staff and other library employees as required. Sets up and organizes main library young adult area. Collaborates with Branch Library staff to oversee the young adult area at the Branch. Plans, sets up, and maintains materials displays. Troubleshoots and performs routine maintenance on the library's automated equipment as needed. Responsible for keeping current with developing technology as related to reference and young adult services. May prepare and lead book discussions. As a Department Head, participates in Department Head meetings and assists the Director and the Assistant Director in the formulation of policies and procedures. Updates, retrieves and interprets data in the library's automated systems. Performs other duties as assigned.

Job Qualifications: Master's Degree in Library Science

- One year's experience that demonstrates ability to work effectively with young adults
- 2 years' public service experience

- 1 year's library experience, reference skills and experience preferred
- Strong public service, organizational, computer, and public speaking skills
- Excellent collaborative skills
- Ability to work under pressure
- Proficiency with PCs, tablets, and social media
- Public speaking ability
- Tact, diplomacy, flexibility
- Passion for YA literature and youth culture
- Familiarity with Spanish or Portuguese desirable

Physical Requirements: Employee must be capable of operating miscellaneous tools and office equipment relative to this position which shall include, but may not be limited to: computers, copiers, fax machines, and calculators. Time spent standing, walking, and sitting. (extended periods) Lifting, pushing/pulling, or carrying of objects weighing up to 10 pounds with occasionally a maximum of 40 pounds. Climbing, stooping, kneeling, crouching, crawling, twisting, bending, and squatting. Repetitive movements of the hands. Communicate effectively with others, orally and in writing.

Work Environment: Work is performed primarily in an office environment with normal office noise and traffic.

Please visit our website:

<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>

The Town of Framingham is an Affirmative Action Equal Opportunity Employer.